



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 7 December 1987	1. Agency Address Department of Natural Resources Environmental Protection Division Land Reclamation and Sedimentation Control 3420 Norman Berry Drive, 7th Floor Hapeville, GA 30354	Application Number 88-11	
Application Number		Date Received DEC 11 1987	Date Completed MAR 28 1988
2. Person to Contact Lewis Tinley		Working Title Program Manager	Telephone Number 404/656-7404
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1980	Latest to date	5. Records Series Title (followed by title used in office; if different) EROSION AND SEDIMENTATION CONTROL PLAN FILE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Environmental Protection Division of the Department of Natural Resources is responsible for the maintenance and improvement of the State's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, land reclamation and erosion and sedimentation control. The Land Reclamation and Sedimentation Control Program of the Land Protection Branch reviews data submitted for land disturbing activities for completeness and compliance with State regulations. See O.C.G.A. Title 12, Chapter 7; Rules and Regulations of the State of Georgia 391-3-7.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving applications for permits to conduct land-disturbing activities. Included are: application forms, district review forms, location maps, design and operational plans and related correspondence. Files in instances in which the permit was not issued are not included in this series. File is arranged: numerically by county and numerically within each county. EXAMPLE: 001-01 is the file number for the first (01) permitted activity in Appling County (001).			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0-15</u> ; Seven to twelve months old <u>0-10</u> ; Thirteen to twenty-four months old <u>0-5</u> ; twenty-five months and older <u>none</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Current accumulation is 5 cubic feet.			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	1*	028 2/29/88 years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*One year after completion of project.

Permits are effective from the date issued until completion of related projects; except that if construction or land-disturbing activity does not commence within one year of date of permit issuance, the permit becomes null and void.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1* 028 2/29/88 year(s); then and
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* until completion of land disturbing activity, i.e. site stabilization and project is complete or until plan is transferred to local issuing authority; then cut off completed project at the end of each fiscal year, hold one year, then destroy. 028 2/29/88

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John D. Tziz</i>	12-9-87	<i>Pat Harrison</i>	12-9-87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
88-11		State Auditor/Designee	<i>W. H. Seale</i> 3-1-88
		Secretary of State/Designee	<i>Edward Weldon</i> 4-11-88
		Attorney General/Designee	<i>James Sharpe</i> 3/23/88